



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

## CIVIL SERVICE COMMISSION

DON NELSON, **Chair**  
RICK WARD, **Vice Chair**  
JOHN COSTA  
RON LE DOUX  
ANDRAE RANDOLPH

**Monday – September 21, 2015**

Lori Walsh, Personnel Director  
Kellie Craig, Executive Secretary

## MINUTES

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**4:00 PM**

### **ROLL CALL**

Meeting was held at Placer County Personnel - Training Room  
145 Fulweiler Avenue, Suite 200  
Auburn, CA 95603

Commissioner LeDoux absent.

Commissioner Ward arrived at the beginning of Closed Session.

### **CLOSED SESSION – PURSUANT TO GOVERNMENT CODE**

#### **I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

**4:30 PM**

### **OPEN SESSION**

**FLAG SALUTE** Led by Commissioner Ward

#### **I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.**

**Chair Nelson** announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Government Code Section: 54957 Public Employee Performance Evaluations.

**No action to report.**

#### **II. AGENDA APPROVAL**

It was moved by **Costa** and seconded by **Ward** to approve the agenda.  
**Motion Carried Unanimously.**

#### **III. MINUTES OF PREVIOUS MEETING**

- August 10, 2015
- August 11, 2015

Chair Nelson approved the minutes as submitted.

**IV. PUBLIC COMMENT - None**

**V. OLD BUSINESS – None**

**VI. NEW BUSINESS**

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

It was moved by **Randolph** and seconded by **Costa** to approve merit increases for classified employees.

**Motion carried unanimously**

- B. County Executive Office – Reclassification request for Darren Huppert from an IT Analyst I/II to a Senior IT Specialist.

It was moved by **Ward** and seconded by **Randolph** to approve the reclassification request for Darren Huppert from IT Analyst I/II to a Senior IT Specialist.

**Motion carried unanimously**

- C. Library – Classification Specification Revision Request – Library Services Manager.

It was moved by **Costa** and seconded by **Randolph** to approve the classification specification revision request for the Library Services Manager.

**Motion carried unanimously**

- D. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of Administrative Services and Health and Human Services.

It was moved by **Ward** and seconded by **Costa** to approve the Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of Administrative Services and Health and Human Services.

**Motion Carried Unanimously.**

Commission Chair Nelson complemented Linda Patterson, Human Services Division Director, for taking the necessary extra step to interview all the candidates that were interested in this work out of class assignment.

**VII. COMMUNICATIONS - Reports to the Commission are informational items only. (No action will be taken)**

- A. Provisional appointment - (1) Veteran's Service Office

B. Staff reports and correspondence:

- **Staff changes** – Ann McNellis announced the promotion of Monique Morgan to the position of Senior Personnel Analyst.
- Director Walsh advised that the Commission's recommendation to support the creation of a combined Human Resources Department and the unclassified position of Human Resources Director, which was unanimously adopted, at the August 27, 2015 Civil Service Commission Special meeting and was submitted to the Board of Supervisors at their September 15, 2015 meeting. Chief Assistant County Executive Officer Holly Heinzen wanted to express her appreciation for the Commission's time and support of the endeavor. Chair Nelson has signed the MOU and it will be returned to the CEO. We will start moving forward and keep the commission advised at every opportunity.
- Director Walsh reviewed the anticipated staff reports for upcoming Civil Service Commission meetings.

**October** CSC - ePerformance demonstration and potentially two (2) classification studies (Child Support Services and Auditor-Controller's Office).

**November** CSC - Equal Employment Opportunity Program (EEOP) review and adoption.

**December** CSC – Election of Officers.

- **Hiring Manager's Guide** - Presentation by Suzanne Holloway.

The Hiring Manager's guide was compiled to assist County managers who have responsibility for recruiting, interviewing and selecting individuals for employment with the County. In her overview of the document, Ms. Holloway emphasized that County policies, employment law and sound personnel practices provide the framework for hiring the most qualified candidate from the recruited candidate pool and that careful preparation and practice is necessary to develop good recruitment, interviewing and selection skills. The Hiring Manager's Guide is intended to provide a resource available in hard copy as well as online through the County's intranet.

Chair Nelson requested that a copy of the document be placed in the Placer County Civil Service Commissioner's Handbook.

Commission Chair Nelson and Commissioner Costa complemented Suzanne for doing a very good job.

Commission Chair Nelson asked about a Promotional Recruitment Guide being implemented using the same layout as the Hiring Managers' Guide.

Commissioner Ward suggested we put a disclaimer in the Hiring Managers' Guide document to always refer back to the online version of the document as there may be occasional updates.

- **Tahoe Working Group** - Update is being held for a future meeting.
- **Recruitment Process Overview** – Presentation by Kathy Youngs.

Ms. Youngs provided a PowerPoint presentation on the County's recruitment process including the various steps undertaken by applicants. Personnel Department staff and department representatives in identifying qualified applicants for positions.

Commissioner Ward great job

Commissioner Costa great job and he loves the program and I thank you as a citizen of Placer County.

Commissioner Randolph excellent work and two great documents.

Commission Chair Nelson well worth the time.

C. Commissioner comments

- Commission Chair Nelson - The HR Study process that we went through and will probably continue to go through was a lengthy process. I want to thank Rick and Andrae both for participating. I wanted to thank Holly for being the key stakeholder in the process. We will be meeting with the CEO on a quarterly basis. I would like an organizational chart when things are changing.
- Commission Chair Nelson – Reminder that the next regular meeting will be held on a Tuesday – October 13, 2015 in the Personnel Training Room.

**VIII. ADJOURNMENT @ 6:05 PM**

There being nothing further to come before the Commission, it was moved by **Costa** and seconded by **Ward** to adjourn the meeting.

**The next regular meeting of the Commission will be held on:**

- October 13 2015 – **Tuesday** – Auburn (Personnel Training Room)
- November 9, 2015 – Auburn (Personnel Training Room)
- December 14, 2015 – Rocklin (Child Support Services)

PLACER COUNTY CIVIL SERVICE COMMISSION

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DON NELSON  
CHAIR

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KELLIE CRAIG  
EXECUTIVE SECRETARY